Working with the New Templates

dotCMS has provided us with a new approach to template design and we've created a new set of templates very similar in format to the current Responsive templates.

As you create new pages, you'll be prompted to select a template – look for "UA" at the start of the template names.

You'll still be able to edit existing pages using the old templates.

If you need to change from an old template to a new one:

1. Start by editing the page and make a note of the title of each piece of content. If the name is very generic - i.e. "Contact Us" – consider changing the title to make it more distinctive.
    a. If you change the title, be sure to save and publish your changes.
    b. Otherwise, exit out of the content and review the rest of the content on the page – noting the titles.
2. Unlock the page and use the Admin Screen button to return to your list of files.
3. Right click on the name of the file and choose Properties.
4. Lock for Editing, then locate the Template selection.
    a. Clear the text in that box and type UA and then a space
5. You'll see the list of new templates – choose one that has a description like the one you had been using.
6. Click Save to apply that new template.

In most cases, your content will appear in the new template. You can then Publish the page to make those changes live.

If the content is not there, Edit the page and click on Add Content.   Select Reuse Content. In the Title box, enter the title of the content (that you noted when reviewing the page). Scroll down if needed and click Search to see the results. Click on the Select button next to the title that you want to Reuse.

(if you have too many results, you can put quotes around the Title you are searching on to refine the results)

If there are additional content items, use the Add Content | Reuse content to search on the rest of the items to add them.

If the items are not in the right order, you can use the arrows next to the content to move the items around.

When you're done, Save and Publish the page.